

Job Description  
*Missouri State Highway Patrol*

Class Title: Criminal History Specialist III

Title Code: V00578

Effective Date: 02/01/02

Date Reviewed:

Date Revised: 12/27/04

**Immediate Supervisor:** Assistant Division Director

**Position Supervised:** Criminal History Specialists I and II

**FLSA Classification:** Partial exempt

**Working Hours:** An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

This is a highly responsible technical, professional and supervisory position focused on improving the accuracy and completeness of Missouri's Criminal History Record System. Work includes supervision and coordination of the Criminal History Services Unit in providing training programs, collecting missing criminal arrest dispositions and statistical data. The employee researches and evaluates procedures for the collection, storage, and dissemination of Missouri's criminal history information while formulating and implementing policies and procedures involved in the criminal history process. The employee also serves as liaison to the criminal history record system. The employee is expected to make decisions and exercise independent judgment within the framework of established policies and procedures. Direction is received from an administrative superior who reviews overall operation effectiveness and efficiency.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Supervises a small staff of subordinate Criminal History Specialists in the evaluation of criminal arrest information and court case dispositions and maintenance of statistical data on missing criminal history information; coordinates the workflow associated with the Criminal History Record Fund; supervises and coordinates the production, maintenance and dissemination of the Missouri Charge Code Manual.

Develops and coordinates the implementation of policies and procedures in order to improve criminal history reporting; maintains quality control of criminal history submissions reported to the Central Repository; researches and evaluates methods of criminal history reporting as related to collection storage and dissemination of criminal history records.

Conducts internal assessments of workflow/time and manpower analysis on the Criminal History Improvement Section and prepares summary reports as needed in order to enhance the effectiveness of the service delivery.

Serves as a liaison between the Patrol and other law enforcement agencies, courts, prosecuting attorneys, etc., providing written and oral communication to ensure the collection, storage and dissemination of criminal history information is complete and accurate.

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Develops and coordinates the implementation of a strategic plan for conducting in-depth research of local, county and state criminal justice records; ensures research results meet the requirements outlined in the National Criminal History Improvement Program as well as the policies and procedures outlined in the Revised Statutes of Missouri.

Reviews and monitors the training programs on the criminal history reporting process to ensure the information presented follows policies and procedures for reporting criminal history information as directed by the Revised Statutes of Missouri.

Develops and presents training seminars on the National Criminal History Improvement Program and the Criminal History Services Unit.

Attends grant task force meetings and coordinates criminal history reporting with the activities of the Office of State Courts Administrator to include local or county law enforcement agencies.

Performs job related travel.

Performs other related duties as assigned.

### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of the principles, methods and techniques in the administration of criminal history records.

Thorough knowledge of federal and state statutes, regulations, policies and procedures pertaining to the collection, storage and dissemination of criminal history information.

Thorough knowledge of the flow of cases through the criminal justice system with an understanding of the operation of local and state court systems.

Knowledge of the effective principles and practices of supervision.

Ability to supervise the work of others in a professional manner.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to delegate work effectively.

Ability to operate a personal computer to record statistical data, related reports, build spreadsheets, etc.

Ability to work independently with little supervision while following oral and written instruction.

Ability to analyze problems and needs and make effective recommendations.

Ability to utilize deductive reasoning when analyzing problem situations.

Ability to operate standard office equipment (personal computer, facsimile machine, copier, shredder, etc.).

Ability to establish and maintain effective working relations with others.

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Ability to handle restricted information in a professional manner and maintain the information as such.

Ability to make decisions in accordance with laws, policies and regulations and apply these to work problems.

Ability to communicate effectively in oral and written form.

Ability to maintain accurate records, files and documentation.

Ability to exercise judgment and discretion.

Ability to perform job-related travel as needed.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

#### MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduation from an accredited college or university with a bachelor's degree in criminal justice, business, public administration, or closely related field (emphasis will be given to those individuals possessing additional coursework in computer science, research methods, or statistics.)

AND

Two years experience as a Criminal History Specialist II or related work experience.